

**DEPARTMENT OF TRANSPORTATION SERVICES
CITY AND COUNTY OF HONOLULU
STATE OF HAWAII**

**RULES AND REGULATIONS RELATING TO ADMINISTRATIVE
PROCEDURES FOR THE DEPARTMENT OF TRANSPORTATION SERVICES,
CITY AND COUNTY OF HONOLULU**

CHAPTER 00

BUS PASS SUBSIDY PROGRAM

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Subchapter 1: General Provisions

§00-00-01 Purpose and Definition. The purpose of this chapter is to establish and promulgate rules pertaining to the City and County of Honolulu's Bus Pass Subsidy Program established by the Revised Ordinances of Honolulu (ROH) §13-2.10.

§00-00-02 Methods Whereby the Public May Obtain Information. The public may obtain information on matters within the jurisdiction of the Department of Community Services (DCS) or the Department of Transportation Services (DTS) by inquiring at:

- (a) The Office of the City Clerk, City Hall, where all rules pertaining to DCS are on file.
- (b) The Administrative Office of DCS, 715 South King Street, Suite 311, Honolulu, Hawaii 96813.
- (c) The Administrative Office of DTS, Honolulu Municipal Building, 3rd Floor, 650 South King Street, Honolulu, Hawaii 96813.

§00-00-03 Submittal or Requests for Information. Inquiry may be made in person, telephone or by submitting a request for information to the Director, Department of Transportation Services, City and County of Honolulu, 650 South King Street, 3rd Floor, Honolulu, Hawaii 96813.

§00-00-04 Information – Bus Pass Subsidy Program. Information concerning the program can be obtained by calling 527-6651, Monday through Friday, 7:45 a.m. to 4:00 p.m., excluding holidays.

Subchapter 2: Bus Pass Subsidy Program

§00-00-11 Bus Pass Subsidy Program.

- (a) The bus pass relief program allows economically-qualified adults and youths to purchase monthly bus passes at discounted rates of \$30.00 (Adult) and \$13.50 (Youth).
- (b) Individuals qualifying for the bus pass relief program are individuals whose household incomes meet the federal department of housing and urban development guidelines for households with “extremely low income” within the City and County of Honolulu for the applicable household size.
- (d) Extremely low income is established as 30% of the Median Family Income as published by the U.S. Department of Housing and Urban Development.

§00-00-12 Qualification for Bus Pass Subsidy Program

- (a) To qualify for a discounted monthly adult or youth bus pass, the applicant's annual family gross income must not exceed the 30% of the Median Family

Income as published by the U.S. Department of Housing and Urban Development.

- (b) The Median Family Income tables are available from the Department of Transportation Services. The income tables can be downloaded from the City's webpage (www.co.honolulu.hi.us).
- (c) The following definitions are applicable for determining eligibility:
 - (1) Family means: (1) the applicant; (2) the applicant's spouse (or parent(s) or legal guardian(s) – for youth applicants only), and (3) any dependents (or siblings – for youth applicants only).
 - (2) Annual Family Gross Income means any income, such as gross wages and salary, interest, dividends, net self-employment income, Social Security, Supplementary Security Income (SSI), pensions, welfare, cash assistance, alimony, child support payments, government or armed forces retirement payments, or payments for service connected disability or death. Also, in determining program eligibility, other relief program income, such as food stamps, Medicaid, Medicare or unemployment compensation, will be considered.

§00-00-13 Bus Pass Subsidy Program Application

- (a) Individuals meeting income eligibility requirements based on family size must complete the Bus Pass Subsidy Program Application. Applications may be obtained from the Department of Transportation Services, 650 South King Street, 3rd Floor, Honolulu, Hawaii 96813; the Department of Community Services, 715 South King Street, Suite 311, Honolulu, Hawaii 96813, the Kalihi Bus Pass Office at 811 Middle Street and any Satellite City Hall.
- (b) Applications can also be downloaded from the City's webpage (www.co.honolulu.hi.us).

§00-00-14 Income/Family Size Documentation

- (a) Applicants for a discounted monthly adult bus pass must submit the following documents with their application:
 - (1) Family Income Documentation: Social Security Documents, Public Assistance Records, Federal and State Income Tax Returns (most recent), W-2 Tax Forms or Pay Stubs.
 - (2) Family Number Documentation: Federal and State Income Tax Returns (most recent) or Public Assistance Records.
- (b) Applicants for a discounted monthly youth bus pass must submit the following documents with their application:
 - (1) Age Documentation: Birth Certificate, State Identification Card or Driver's License.

- (2) Family Income Documentation: Social Security Documents, Public Assistance Records, Federal and State Income Tax Returns (most recent), W-2 Tax Forms or Pay Stubs.
- (3) Family Number Documentation: Federal and State Income Tax Returns (most recent) or Public Assistance Records.

§00-00-15 Application Submission. All applications, with attached supporting documentation, must be mailed to the Department of Transportation Services, Bus Pass Relief Program, 3rd Floor, 650 South King Street, Honolulu, Hawaii 96813.

§00-00-16 Application Processing

- (a) Upon receipt of an application, the Department of Transportation Services will time and date stamp and assign a processing serial number to determine the order of priority in which each application will be reviewed and verified for program eligibility.
- (b) Applications received without the required supporting documentation cannot be processed and shall be returned.
- (c) Within thirty (30) days from the receipt of an application, the Department of Community Services shall notify the applicant as to their eligibility for the program.
- (d) Individuals certified as eligible will receive notification by mail. The subsidy amount may be in the form of a certificate. The individual must present the certificate to any bus pass outlet to purchase the monthly adult bus pass for \$30.00 or the monthly youth bus pass for \$13.50. The certificate is valid only for the month and year indicated. The certificate must be surrendered when a monthly bus pass is purchased. The certificate is non-transferable.
- (e) Individuals may reapply for re-certification by completing another application no earlier than sixty (60) days prior to the expiration date of the initial certification voucher.

§00-00-17 [Reserved]

§00-00-18 Denial of Eligibility – Appeal Process

- (a) Individuals determined to be ineligible for the Bus Pass Subsidy Program may appeal the determination to the Director, Department of Community Services. Individuals determined to be ineligible shall be notified by the Director, Department of Community Services, in writing.
- (b) Appeals must be submitted in writing to the Director, Department of Community Services, 715 South King Street, Suite 311, Honolulu, Hawaii 96813, within thirty (30) days of an ineligibility determination.
- (c) Appeals must contain documentation upon which the appeal is based.
- (d) The Department of Community Services will review the appeal and, if deemed necessary, schedule an appeal hearing to be chaired by an individual designated by the Director, Department of Community Services.
- (e) Within thirty (30) days of receiving the appeal request, the department will advise the individual of the results of the appeal.

Subchapter 3: Bus Pass Subsidy Program Administration

§00-00-19 Department of Community Services

- (a) The Director, Department of Community Services, is responsible for administering the Bus Pass Subsidy Program.
- (b) The Director will coordinate program eligibility with the Director, Department of Transportation Services.
- (c) The Department of Community Services will establish and maintain a database of all applications received and processed, including eligibility determination results.

§00-00-20 Department of Transportation Services

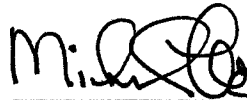
- (a) The Department of Transportation Services will assist the Department of Community Services in determining individual eligibility for the Bus Pass Subsidy Program.

Chapter 00-00, Rules and Regulations to Administrative Procedures for the Department of Transportation Services, City and County of Honolulu, was adopted on October 19, 2004, following a public hearing held on March 29, 2004, after public notice was given in the Honolulu Star-Bulletin on February 28, 2004 and again on March 22, 2004.

The adoption of chapter 00-00 shall take effect ten days after filing with the Office of the City Clerk.

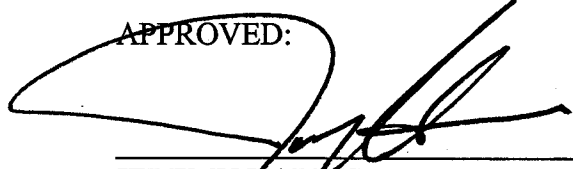


GEORGE "KEOKI" MIYAMOTO
Acting Director
Department of Transportation Services



MICHAEL AMII, Director
Department of Community Services

APPROVED:

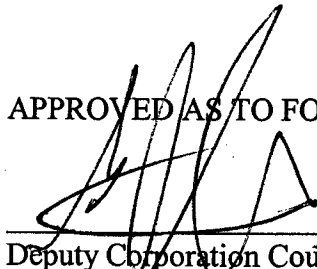


JEREMY HARRIS, Mayor

November 8, 2004

Dated

APPROVED AS TO FORM:




Deputy Corporation Counsel

November 12, 2004

Filed

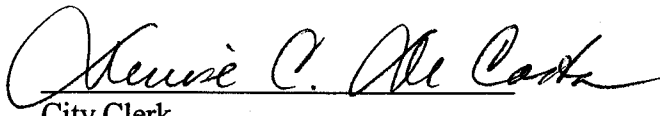
CERTIFICATION

I, George "Keoki" Miyamoto, in my capacity as Acting Director of the Department of Transportation Services, City and County of Honolulu, do hereby certify that the foregoing is a full, true, and correct copy of the Rules and Regulations relating to the Bus Pass Subsidy Program, which were adopted by said Acting Director of the Department of Transportation Services, City and County of Honolulu, on October 19, 2004, following a public hearing held on March 29, 2004 at 550 South King Street after public notice was given on February 28, 2004 and again on March 22, 2004 in the Honolulu Star Bulletin.



GEORGE "KEOKI" MIYAMOTO
Acting Director
Department of Transportation Services
City and County of Honolulu

Received this 12th day of November 2004



City Clerk
Denise C. De Costa

Effective Date of Rules: November 22, 2004